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**Supply**

**PHARMACY OPERATIONS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 23-1, *Requirements and Stockage of Material*. It assigns responsibilities for centralized control and management of all hazardous material (HAZMAT) on the installation and provides a single point of contact for customers. The HAZMAT Pharmacy is comprised of Bioenvironmental Engineering, Civil Engineers, Base Supply and Base Contracting. Together they are the focal point for HAZMAT management on the installation. AFM 67-1, Volume 7, Part Three, *The Air Force Shelf-Life Program*; DOD 4145.19M; AFD 32-70, *Environmental Quality*; and AFRC Hazardous Material Pharmacy Implementation Guidance may be used as reference material.

**1. Base Supply (LGSDP):**

- 1.1. Requisitions, receives, stores, issues, inspects, and updates shelf life items, and processes turn-ins for all hazardous material.
- 1.2. Provides Bioenvironmental Engineering and Civil Engineers a listing (G-32) which identifies all assets managed by the pharmacy.
- 1.3. Coordinates the addition of new items with Bioenvironmental Engineering and Civil Engineers.
- 1.4. Appoints in writing a single point of contact for the pharmacy operations.
- 1.5. Provides data on usage in the form of the Hazardous Material Report (M-15) to Bioenvironmental Engineering and Civil Engineers.
- 1.6. Loads Issue Exception (EX) codes 7, 8, 9, and M. to the item record as indicated by Bioenvironmental Engineering.
- 1.7. Labels and bar-codes all HAZMAT items received, loads into the Hazardous Material Computer tracking system, and retrieves data from the computer system as required.

1.8. Assists customers in the submission of Ozone Depleting Substances (ODS) waivers to HQ AFRC through Bioenvironmental Engineering, the point of contact for waiver policy is HQ AFRC/LGMAV.

1.9. Monitors the issuance of ODSs to ensure waiver amounts are not exceeded.

## 2. Inventory Control:

2.1. The pharmacy manages the following categories of items:

- 2.1.1. Items assigned issue exception codes 7, 8, 9, and M, except radioactive items.
- 2.1.2. Materials defined as hazardous under the Resource Conservation and Recovery Act.
- 2.1.3. Materials containing industrial toxins, as defined by the Environmental Protection Agency.
- 2.1.4. Any materials requiring special reporting under Emergency Planning and Community Right to Know Clean Air Act or any applicable Environmental Laws.

## 3. Processing Customer Requests:

3.1. The Pharmacy Desk is the central processing point for all HAZMAT requests.

3.2. Requests are supported in one of three ways:

- 3.2.1. Free Issue.
- 3.2.2. Issued from Base Supply stock.
- 3.2.3. Backordered through Demand Processing. All three are subject to verification of those approved assets on the TOP TEN LIST for each organization. (Pre-approved by Bioenvironmental Engineering).

3.3. Hours of operation for the pharmacy are 0645 to 1615 hours each day, phone numbers are 2411 or 4132.

3.4. After receipt of customer request, a check of the Free Issue area is made. If the item is available, updates of the HAZMAT System is used for tracking and properties are issued.

- 3.4.1. A manual log is used to monitor and control containers and the assets when the computer system is not operational.
- 3.4.2. Copy three of the issue document DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**, is provided to Bioenvironmental Engineering.
- 3.4.3. The pharmacy maintains copy one for 90 days.

3.5. If assets are not available from Free Issue, then it is issued from Base Supply stock if available.

- 3.5.1. Process issue through Demand Processing.
- 3.5.2. Pull property and deliver to customer.

3.6. If assets are still not available, then the item requested is backordered through normal supply channels.

**4. Container Disposition.** All containers are labeled and controlled by the pharmacy, and must be returned partially used or empty. *NOTE:* Goal is to remove all unnecessary HAZMAT material from the shops for redistribution or proper disposal. Update of the HAZMAT computer tracking system is critical for control and accountability.)

**5. System Support:**

5.1. The pharmacy operates through two systems.

5.1.1. Base Supply System.

5.1.2. HAZMAT Tracking System.

**6. Bioenvironmental Engineering Service (SGPB):**

6.1. Manages the Hazard Communication program (AFOSH 161-21).

6.2. Recommends less hazardous substitute items, with respect to health, safety, and environmental concerns.

6.3. Extracts information from the HAZMAT computer tracking system. Generates reports to meet Air Force, federal, state, and local reporting requirements.

6.4. Identifies by National Stock Number which ones present a health, safety, or environmental hazard that requires requisitioning, and issue controls by identifying appropriate issue exception code to be assigned.

6.5. Reviews and authorizes/approves the use of HAZMAT for shop maintenance processes. This includes all issues from Base Supply stock, Pharmacy stock, and Free Issue items.

6.6. Maintains the Installation Material Safety Data Sheets (MSDS) master file, providing copies upon request for customers.

6.7. Maintains the installation HAZMAT inventory.

6.8. Controls and reports employee exposure limits.

6.9. Authorizes HAZMAT maximum use quantities.

**7. Civil Engineers:**

7.1. Manages the disposal, collection, and recycling program for all hazardous material and waste through the HAZMAT computer tracking system.

7.2. Trains users on chemical release/spill control procedures. Tracks chemical releases and spills using requirements from HAZMAT computer tracking system.

7.3. Operates the Fire Department HAZMAT locator.

7.4. Responsible for the emergency planning and community right-to-know tracking, analysis, and reporting.

7.5. Retrieves data and generates reports from the HAZMAT computer tracking system.

**8. Base Contracting (LGC):**

- 8.1. Purchases minimum quantities of HAZMAT authorized for local purchases.
- 8.2. Ensures approved waivers are submitted with requests for items containing OZONE Depleting Substance (ODS).

**9. Customers:**

- 9.1. Fill out all applicable documents AF Form 2005, **Issue/Turn-In Request**, DD Form 1348-6, ODS Waivers etc., required to order HAZMAT material.
- 9.2. Coordinate with Bioenvironmental Engineering on training for handling and use of HAZMAT.
- 9.3. Maintain MSDSs on all items stored/used in the shops.
- 9.4. Obtain exception approvals from Bioenvironmental/Pharmacy to use and store HAZMAT in the shops.
- 9.5. Return used or empty containers to the pharmacy.

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